



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 15 2014

Department of the Interior Property Policy Release (DIPPR) 2014-02

Subject: **Recording and Tracking Maintenance Costs for Fleet and Motorized Heavy Equipment in the Financial and Business Management System**

References: Consolidated Omnibus Budget Reconciliation Act of 1986 (Pub. L. No. 99-272), codified at 40 U.S.C. § 17502 and 17503;
Department of the Interior Motor Vehicle Management Handbook; and
GSA FMR Bulletin B-15, *Motor Vehicle Management*

1. Purpose:

The purpose of this DIPPR is to establish a Department-wide policy for recording and tracking maintenance costs of Department of the Interior (DOI) owned and commercially leased vehicles and motorized heavy equipment in the Financial and Business Management System (FBMS).

2. Effective Date:

Effective immediately upon issuance.

3. Expiration Date:

No expiration unless cancelled or superseded.

4. Background and Explanation:

Sections 15301 and 15302 of the Consolidated Omnibus Budget Reconciliation Act of 1986 (Pub. L. No. 99-272, codified at 40 U.S.C. § 17502 and 17503) require Federal Executive Branch agencies to have a centralized system to identify, collect, and analyze data for all costs incurred during the operation, maintenance, acquisition, and disposition of motor vehicles and motorized heavy equipment. FBMS is designed to address this requirement and is the system of record for the management of all DOI motor vehicles and motorized heavy equipment.

While FBMS meets the aforementioned requirements for data management, a standardized approach for recording and tracking fleet and motorized heavy equipment costs in FBMS is also necessary to ensure the integrity of bureau and office data. The information contained in FBMS is used to analyze equipment performance, study preventative and corrective maintenance trends, and capture operating costs for similar pieces of equipment. The implementation of standard processes outlined in this policy for capturing data will ensure

that the information relied on by the Department and its bureaus and offices for strategic planning, budgeting, and reporting purposes are accurate and consistent.

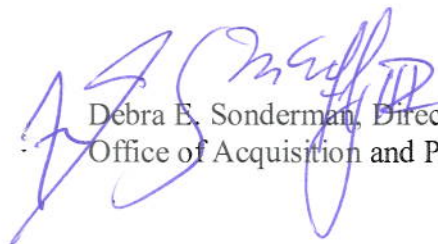
5. Action Required:

Bureaus and offices are responsible for establishing policy and procedures to implement the following actions:

- Use FBMS to complete the following instructions for fleet and motorized heavy equipment:
 - Establish Standing Orders (ST01) to capture all costs such as car washes, wiper blades, windshield washer fluid, etc., at or below \$200.00. Do not use ST01 to capture preventive or corrective maintenance activities.
 - Create Maintenance Work Orders (ME01) for each preventive and corrective maintenance activity.
 - Record utilization monthly to ensure preventive maintenance is completed per manufacturer standards.

6. Additional Information:

For questions regarding this DIPPR please contact Willie Davis, Office of Acquisition and Property Management, at (202) 513-7541 or Willie_Davis@ios.doi.gov.


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